

Summary of Task Force Recommendations
City of Sunnyvale

#	Task Force Recommendations	Estimated Annual Fiscal Impact	Staff Recommended?
I.A	For all single-story major remodels (an addition of 50% square footage or greater), notice should be given to adjacent homeowners.	\$232.33	Yes
I.B	For all second-story additions, notice should be given three properties away (adjacent to adjacent to adjacent) on same frontage road, and other owners and single-family and duplex tenants two properties away (adjacent to adjacent).	\$7,447.20	No
I.C	The City should increase fees to cover the costs associated with the expanded noticing of private development.	None	Yes
I.D	Any item that goes to public hearing, regardless of how it gets there, should be noticed to a minimum of adjacent properties.	\$172.80 to be absorbed in current budget	Yes
I.E	As detailed in <i>Public Noticing Plan for Private Development and Public Projects</i> (Attachment C), CDD staff should evaluate criteria on a project basis to determine the appropriate level of noticing for private development.	Nominal	Yes
I.F	Develop a 2004 study issue proposal to explore expanded noticing for development of buildings higher than 45 feet.	None	Yes
II.A	As detailed in <i>Public Noticing Plan for Private Development and Public Projects</i> (Attachment C), DPW staff should evaluate criteria on a project basis to determine the appropriate level of noticing for public projects.	Nominal	Yes
II.B	For major roadway projects, staff should make reasonable efforts to notice <u>users</u> of affected roadways in addition to noticing nearby residents. Such noticing could include "Construction Update" news releases, newspaper ads, notification of major area employers, posting of brief project updates on the City's web site, and notification of relevant local, county, and regional organizations and agencies.	\$607.88 to be absorbed in current budget	Yes
II.C	Information about major public projects being considered by the City should be easily accessible on the City's website.	Nominal	Yes
III.A	For lengthy RTCs that are posted online, attachments should be listed, and linked, in the Executive Summary.	Nominal	Yes
III.B	Attachments to RTCs posted on the City's Web site should be in a standard and legible format. In the instance where a document cannot be cost-effectively formatted in a legible manner, it should not be included or linked to the RTC document. The Communications Officer shall work with Information Technology staff to establish the appropriate standards for documents included on the City's Web site.	Nominal	Yes
III.C	RTC titles should reflect the core issues of the RTC in a way that is meaningful to the public.	Nominal	Yes

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IV.A	Special Council meetings should be highlighted on the home page of the City's web site to notify the public that a special meeting has been called.	Nominal	Yes
V.A	When planning a community outreach meeting, City staff should consider developing a public noticing plan to ensure that community members are informed about the meeting in a timely way, and within budgeted resources.	Nominal	Yes
VI.A	The Community Participation Sub-Element should be updated within the next two years and it should include a discussion of multi-cultural/multilingual outreach and the utilization of modern technology including the Internet.	None	Yes
VI.B	Regarding RTC #02-508, <i>Options for Gathering Community Feedback for the Connected Communities/Seamless Services Initiative</i> , the task force strongly recommends that the City move forward with Council direction which included implementation of a comment line, informal community survey, and community workshop. The task force recommends that these activities be completed within the next twelve months.	Already budgeted	Yes
VII.A	Post a comprehensive list of all of the City's special mailing lists on "Jasmine," the City's intranet website.	Nominal	Yes
VII.B	Explore consolidating the City's special mailing lists where appropriate.	Nominal	Yes
VII.C	Implement the <i>Outreach Task Force Recommendations for Special Mailing Lists</i> (Attachment I).	Nominal	Yes
VIII.A	As detailed in <i>Public Noticing Plan for City Services</i> (Attachment J), City staff are encouraged to develop and utilize services outreach plans as a tool to ensure that discretionary City services are accessible to all interested community members within budgeted resources.	Nominal	Yes
VIII.B	To ensure consistent style, appearance and quality (<u>not</u> to reduce creativity or distinctiveness), services outreach materials (flyers, news release, paid advertising) should be consistent with the standards developed and disseminated by the Communication's Office (to be developed by the end of the 2003 calendar year).	Nominal	Yes
VIII.C	Discretionary City services should be posted on the City's external website. Postings should include a brief description of the service as well as the contact information (City division, phone number and e-mail address).	Nominal	Yes
VIII.D	Informational brochures and handouts developed by outside organizations, and distributed by the City to the community about City services, should contain the contact information of the City	Nominal	Yes

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	division that is providing the service.		
IX.A	As detailed in <i>Public Noticing Plan for City Events</i> (Attachment K), City staff are encouraged to develop and utilize event outreach plans as a tool to adequately inform community members about City events within budgeted resources.	Nominal	Yes
IX.B	To ensure consistent style, appearance and quality (<u>not</u> to reduce creativity or distinctiveness), events outreach materials (flyers, news release, paid advertising) should be consistent with the standards developed and disseminated by the Communication's Office (to be developed by the end of the 2003 calendar year).	Nominal	Yes
IX.C	City-wide events should be posted on the City's external web site. For planning purposes, City events should also be posted as tentative dates on Jasmine's "City-Wide Events Calendar." Each posting should include a brief description of the event and the contact information, including phone number and e-mail address, of the City division responsible for the event.	Nominal	Yes